



**DEPARTMENT OF THE NAVY**  
NAVY RECRUITING DISTRICT, NEW ORLEANS  
400 RUSSELL AVE BLDG 192  
NEW ORLEANS, LOUISIANA 70143-5077

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17 Jan 2014

NAVCRUITDIST NEW ORLEANS INSTRUCTION 1650.3C

From: Commanding Officer, Navy Recruiting District New Orleans

Subj: CIVILIAN AND CONTRACTOR OF THE QUARTER/YEAR

Ref: (a) COMNAVCRUITCOMINST 12000.1 - Section I

Encl: (1) Format for nomination of Outstanding Civilian and Contractor of the Quarter  
(2) Format for nomination of Outstanding Civilian and Contractor of the Year  
(3) Board Evaluation Sheet

1. Purpose. To establish procedures for nomination, selection and designation of the Civilian and Contractor of the Quarter/Year for Navy Recruiting District New Orleans.

2. Cancellation. NAVCRUITDISTNOLAINST 1650.3B.

3. Discussion. Civilian/Contractor Personnel assigned to the NRD New Orleans are eligible for selection as NRD New Orleans's Civilian/Contractor of the Quarter/Year. The Executive Officer will chair a board to select the Selectee for each title.

4. NRD NEW ORLEANS Civilian of the Quarter/Year.

a. Eligibility. Civilian personnel assigned for duty within NRD New Orleans with at least six months on board are eligible for nomination as NRD New Orleans Civilian of the Quarter (COQ). Personnel assigned for at least twelve months are eligible for nomination as NRD New Orleans Civilian of the Year (COY).

b. Nomination.

(1) Civilian of the Quarter. Department Heads may submit one nomination for consideration as the NRD New Orleans Civilian of the Quarter. Nominations are to be in the format contained in enclosure (1), appropriately modified, and submitted no later than the fifth working day of January, April,

July and October for meritorious service during the previous Quarter.

(2) Civilian of the Year. Department Heads may submit one nomination for consideration as the NRD New Orleans Civilian of the Year. Nominations in the format contained in enclosure (2), appropriately modified, are to be submitted no later than 1 October of each year. As described below, a board will be convened to select the NRD New Orleans Civilian of the Year.

c. Board Membership.

(1) The NRD New Orleans Civilian of the Year Selection Board will consist of the Executive Officer, the CMC, and Department Heads.

d. Criteria for Selection.

(1) Civilian of the Quarter

(a) Professional performance

(b) Leadership (or leadership potential if not in a leadership/supervisory position)

(c) Conduct, including dependability

(d) Customer service attitude

(e) Efforts toward self-improvement

(f) Civic involvement

(2) Civilian of the Year

(a) Professional ability and willingness to:

1. Accept responsibility

2. Accept and accomplish assigned tasks

3. Give and/or receive instructions

4. Display good conduct and attitude

- 5. Display initiative
- 6. Demonstrate resourcefulness
- 7. Display interest in assigned tasks
- 8. Demonstrate dependability
- 9. Contribute to operational efficiency and good morale of fellow workers

e. Honors and Awards.

(1) Civilian of the Quarter. The Civilian of the Quarter will receive the following honors and awards:

- (a) Commanding Officer's Letter of Commendation
- (b) Appropriate publicity (i.e. station newspaper or marquee).
- (c) \$200.00 Monetary Award (if incentive bonus funds are available).

(2) Civilian of the Year. The Civilian of the Year will receive the following appropriate honors and awards:

- (a) Commanding Officer's Letter of Commendation.
- (b) Appropriate publicity (i.e. station newspaper or marquee).
- (c) \$200.00 Monetary Award (if incentive bonus funds are available).

5. NRD New Orleans Contractor of the Quarter/Year.

a. Eligibility. Contractor personnel assigned for duty within NRD New Orleans, with at least six months on board, are eligible for nomination as NRD New Orleans Contractor of the Quarter (COQ).

Personnel assigned for at least twelve months or awarded contractor of the Quarter are eligible for nomination as NRD New Orleans Contractor of the Year (COY).

b. Nomination.

(1) Contractor of the Quarter. Department Heads may submit one nomination for consideration as the NRD New Orleans Contractor of the Quarter. Nominations are to be in the format contained in enclosure (1), appropriately modified, and submitted no later than the fifth working day of January, April, July and October for meritorious service during the previous Quarter.

(2) Contractor of the Year. Department Heads may submit one nomination for consideration as the NRD New Orleans Contractor of the Year. Nominations in the format contained in enclosure (2), appropriately modified, are to be submitted no later than 1 October of each year. As described below, a board will be convened to select the NRD New Orleans Contractor of the Year. Initially the board will screen all packages and then select the top three nominees.

c. Board Membership.

(1) The NRD New Orleans Contractor of the Year Selection Board will consist of the Executive Officer, the CMC, and Department Heads.

d. Criteria for Selection.

(1) Contractor of the Quarter

(a) Professional performance

(b) Leadership (or leadership potential if not in a leadership/supervisory position)

(c) Conduct, including dependability

(d) Customer service attitude

(e) Efforts toward self-improvement

(f) Civic involvement

(2) Contractor of the Year

(a) Professional ability and willingness to:

1. Accept responsibility
2. Accept and accomplish assigned tasks
3. Give and/or receive instructions
4. Display good conduct and attitude
5. Display initiative
6. Demonstrate resourcefulness
7. Display interest in assigned tasks
8. Demonstrate dependability
9. Contribute to operational efficiency and good morale of fellow workers

e. Honors and Awards.

(1) Contractor of the Quarter. The Contractor of the Quarter will receive the following honors and awards:

- (a) Commanding Officer's Letter of Commendation
- (b) Appropriate publicity (i.e. station newspaper or marquee).

(2) Contractor of the Year. The Contractor of the Year will receive the following appropriate honors and awards:

- (a) Commanding Officer's Letter of Commendation
- (b) Appropriate publicity (i.e. station newspaper or marquee).

/s/  
C. A. STOVER

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NAVCRUITDISTNOLAINST 1650.3C  
17 Jan 2014

**SAMPLE CIVILIAN/CONTRACTOR OF THE QUARTER NOMINATION LETTER**

From: Department Head, NRD New Orleans  
To: Executive Officer, NRD New Orleans

Subj: NOMINATION FOR NRD NEW ORLEANS CIVILIAN/CONTRACTOR OF THE  
QUARTER (YEAR)

Ref: (a) COMNAVCRUITCOMINST 12450.1L (HDQ)

Encl: (1) Performance Evaluation

1. Per reference (a), \_\_\_\_\_ is nominated as the NRD New Orleans Civilian/Contractor of the Year, 20\_\_.

2. The following information is provided:

- a. SSN(last 4):
- b. Grade:
- c. Employed at NRD New Orleans since:
- d. Last award:
- e. Promotion Date:
- f. Last evaluation rating:

3. Job performance: (With specific and objective accomplishments.)

4. Contribution(s) of the employee: (To their branch, division, staff office, special assistant office, or the command.)

5. Personal conduct: (Examples of how the employee interacts with co-workers, customers and other headquarters departments.)

6. Customer service provided to the field or other headquarters departments. (Instances of outstanding customer service, Letters of Appreciation from field activities. Cases demonstrating exemplary customer service.)

SIGNATURE BLOCK

Enclosure (1)

NAVCRUITDISTNOLAINST 1650.3C  
17 Jan 2014

**SAMPLE CIVILIAN/CONTRACTOR OF THE YEAR NOMINATION LETTER**

From: Department Head, NRD New Orleans  
To: Executive Officer, NRD New Orleans

Subj: NOMINATION FOR NRD NEW ORLEANS CIVILIAN/CONTRACTOR OF THE  
YEAR (YEAR)

Ref: (a) COMNAVCRUITCOMINST 12450.1L (HDQ)

Encl: (1) Performance Evaluation

1. Per reference (a), \_\_\_\_\_ is nominated as the NRD New Orleans Civilian/Contractor of the Year, 20\_\_.

2. The following information is provided:

- a. SSN(last 4):
- b. Grade:
- c. Employed at NRD New Orleans since:
- d. Last award:
- e. Promotion Date:
- f. Last evaluation rating:

3. Job performance: (With specific and objective accomplishments.)

4. Contribution(s) of the employee: (To their branch, division, staff office, special assistant office, or the command.)

5. Personal conduct: (Examples of how the employee interacts with co-workers, customers and other headquarters departments.)

6. Customer service provided to the field or other headquarters departments. (Instances of outstanding customer service, Letters of Appreciation from field activities. Cases demonstrating exemplary customer service.)

SIGNATURE BLOCK

Enclosure (2)

NAVCRUITDISTNOLAINST 1650.3C  
17 Jan 2014

**Board Evaluation Sheet**  
**Grade/Ranking Sheet – Civilian/Contractor of Quarter/Year**  
**Only grade accomplishments for the reporting period**

Name: \_\_\_\_\_

Title, Pay Schedule, Series, Pay Band: \_\_\_\_\_

Organization: \_\_\_\_\_ Dept \_\_\_\_\_

Points to evaluate employee's contribution:

- 5 EXCELLENT
- 4 OUTSTANDING
- 3 SATISFACTORY

1. Job performance with specific and objective accomplishments. \_\_\_\_\_

2. Contribution(s) of the employee to their branch, division,  
staff office, special assistant office, or the command. \_\_\_\_\_

3. Personal conduct; employee interactions with co-workers,  
customers and other headquarters departments. \_\_\_\_\_

4. Customer service provided to the field or other headquarters  
departments. Instances demonstrating exemplary customer service. \_\_\_\_\_

TOTAL \_\_\_\_\_